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**State of Vermont**  
**Vermont Department of Education**  
120 State Street  
Montpelier, VT 05620-2501

**TO: Superintendents**

**FROM: Educator Quality Team**

**RE: 2010-2011 Data for Mandatory NCLBA HQT Reporting This Winter**

**DATE: October, 2011**

**WHAT:**

Enclosed are your 2010-2011 LEA and school level not-HQT data, which include regular education, alternative education, and special education “primary instruction” assignments in the core academic subject areas. Your LEA and school-level emergency licensure data are also included. Also included with this mailing is a list of the individual 2010-2011 “core” classes that were taught by teachers who were not HQT for their assignments.

**Extremely Important:** In early January, the VT DOE will be publicly reporting LEA and school-level not-HQT and emergency licensure information on its website. Therefore, it is essential that you pay careful attention to the enclosed reports. Please review the enclosed reports carefully to determine the accuracy of the information therein. You must contact us before November 16, 2011 with any corrections to the data. After that date, no corrections will be accepted. LEA data will then be entered into the US DOE’s Consolidated Federal Report and will be posted on the VT DOE website.

**WHY:**

As outlined in the chart of “NCLBA Highly Qualified Teacher (HQT) and Paraprofessional Accountability Requirements” (which is available at [http://education.vermont.gov/new/html/licensing/hqt.html#nclba\\_accountability](http://education.vermont.gov/new/html/licensing/hqt.html#nclba_accountability)), each LEA must publicly report three data elements each year. They are:

1. The percentage of its core academic classes that were taught by teachers who were NOT HQT for their assignments in the previous school year,
2. The percentage of its teachers teaching under emergency licenses in the previous school year, and
3. The professional qualifications of its teachers.

This information must be reported for the LEA as a whole (LEA is defined as the school district) and for each school within the LEA.



NCLBA defines core academic subjects as: English language arts (including ESL), reading, math, science, social studies (history, geography, civics, and economics only), foreign languages, art, music, and the generalist endorsement areas of elementary education and early childhood education – grades K-3 only. In addition, alternative program and special education primary instruction assignments in math, science, social studies, and/or English language arts/reading are also considered “core” classes.

### **WHAT YOU NEED TO DO:**

Please review the enclosed reports with your principals, special education director, and human resources staff to identify any potential errors. If you believe there are any errors, please contact Glenn Bailey at 828-2141 or at [glenn.bailey@state.vt.us](mailto:glenn.bailey@state.vt.us) by November 16, 2011. Please contact him as soon as possible because research is frequently necessary to determine whether data is in fact erroneous.

The VT DOE will be publishing LEA and school level data regarding data points 1. and 2. above on it's website in early January.

You will need to publish all three data elements broadly throughout the school community via means such as School Reports, local media, school and/or LEA Websites, newsletters, etc.

### **IMPORTANT NOTES:**

Please note several important features of these reports:

- **The not-HQT data represent educator assignment information reported by your supervisory union on the 2010-2011 Educator Census.** To be considered HQT for an assignment, the teacher must carry an appropriate license and endorsement for the assignment and must meet HQT content knowledge requirements for the endorsement used in the assignment. Non-special education alternative program classes as well as special education primary instruction assignments are included in these data. (Please see [http://education.vermont.gov/new/html/licensing/hqt.html#nclba\\_accountability](http://education.vermont.gov/new/html/licensing/hqt.html#nclba_accountability) for more information on licensure and content knowledge requirements for various types of “core academic area” teaching assignments.)
- Special educator primary instruction assignment data are included in these figures.
- The emergency license figures include teachers of all subjects, not just “core” academic subjects as defined above. However, they do not include administrators or student support personnel (e.g., guidance counselors, nurses) working under emergency licenses.
- Each LEA is responsible for determining the data elements it will use in reporting teacher qualifications (see required element #3 above). Information on the percentage of your educators who are teaching under Level I versus Level II licenses, who have master's or other advanced degrees, and the average years of teaching experience of the teachers in your LEA are all possible variables to include.

If you have questions regarding these requirements or the data, please contact Glenn Bailey at 802-828-2141 or at [glenn.bailey@state.vt.us](mailto:glenn.bailey@state.vt.us).